
**iCJIS Executive Committee Charter
Shelby County, TN
Integrated Criminal Justice System**

**Prepared by: Ed Raper
Executive Sponsor: Mayor Mark H. Luttrell
Version: 1.3
Last Revision Date: 7/20/2011**

Table of Contents

1. Purpose	3
2. Scope	3
3. Authority and Funding	3
4. Mission	4
5. Membership	4
6. Organization	5
8. Roles and Responsibilities	7
9. Documentation	9
10. Meetings.....	9
10.1 Schedule.....	9
10.2 Agenda and Minutes	9
10.3 Conduct.....	9
11. Charter History.....	10
11.1 Duration of Charter	10
11.2 Amendments.....	10
11.3 Charter Review	10
11.4 Document History	10

1. Purpose

The purpose of this charter is to establish the iCJIS Executive Committee.

2. Scope

This Charter delineates the mission, membership, roles, responsibilities, and conduct of the iCJIS Executive Committee established for the Shelby County, TN integrated criminal justice information system project.

3. Authority and Funding

The iCJIS Executive Committee is authorized and sponsored by the following:

- Mark H. Luttrell, Mayor
- Chris Craft, Criminal Court Judge
- Ed Stanton Jr., General Sessions Court Clerk Pro Tempore
- Kevin Key, Criminal Court Clerk
- Bill Oldham, Sheriff
- Curtis Pearson, Juvenile Court Judge
- Van Sturdivant, IT Steering Committee Chair
- Joy Touliatos, Juvenile Court Clerk
- Amy Weirich, District Attorney General

4. Mission

The mission of the iCJIS Executive Committee is as follows:

- To purchase and replace JSS Court Case Management System
- To purchase and replace JMS (Jail Management System)
- To purchase and replace IMS (Inmate Management System)
- To purchase a Case Management System for Pretrial
- To purchase a Case Management System for the Public Defender's Office
- To integrate all these systems over an Enterprise Service Bus utilizing SOA (Service Oriented Architecture) AKA "Info Hub"

5. Membership

The board members represent the various elected officials, agencies and departments within Shelby County, TN Government.

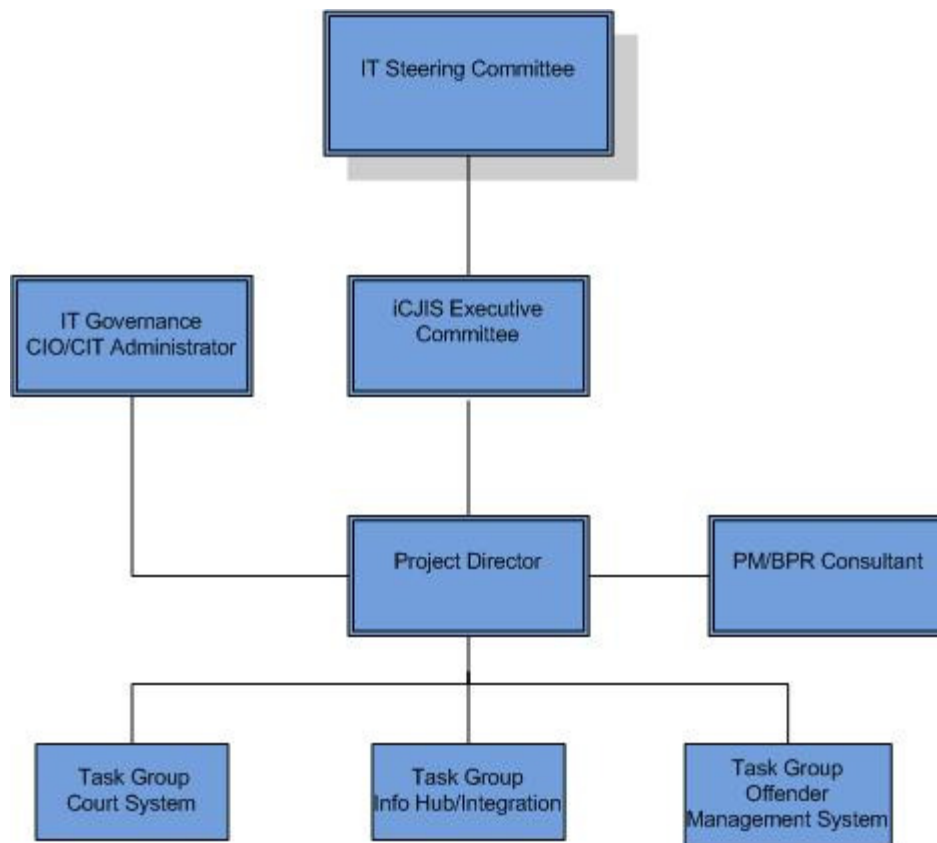
The members selected are expected to:

- Represent the interests of their organization/departments.
- Participate fully in the activities and decision making.
- Provide guidance to the the Project Director.

Chris Ford	Member	District Attorney General
Name	Role	Area Represented
Chuck Fox	Member	Sheriff's Office
Alan Newport	Member	Public Defender's Office
Dell Gill	Member	General Sessions' Court Clerk's Office
Amy Weirich	Member	District Attorney General
Dewun Settle	Member	Chancery Court Clerk
Art Quinn	Member	Bar Association
Don Jarnigan	Member	Juvenile Court Clerk's Office
Bill Powell	Chairman	Mayor's Office
Ed Raper	Project Director	NA

Glenn Mayfield	Member	Juvenile Court
Herman Boyd	Member	General Sessions' Court Clerk's Office
Jack Applegate	Member	Criminal Court Clerk's Office
Jim Coleman	Member	Correction Center
Josh Spickler	Member	Public Defender's Office
Joy Touliatos	Member	Juvenile Court Clerk's Office
Kevin Key	Member	Criminal Court Clerk's Office
Larry Scroggs	Member	Juvenile Court
Lee Wessels	Member	Information Technology
Mary Ross	Member	Sheriff's Office
Mike Pachis	Member	Information Technology
Rick Harrell	Member	Pretrial Services
Stephen Bush	Member	Public Defender's Office
Van Sturdivant	Member	Circuit Court Clerk
William Stovall	Member	General Sessions' Court Clerk's Office
Wink Downen	Member	Sheriff's Office

6. Organization



7. Organization Definitions

IT Steering Committee – Provides coordination between County offices for delivering technology resources to County citizens and employees. The Committee provides a long range vision for the utilization of information technology.

iCJIS Executive Committee – Provides oversight to the Project Director for overall project. Comprised of decision makers from all criminal justice areas, this committee approves all publications, selections, resolves any operational change vs. software change issues, and allocates resources for project support.

IT Governance – Central IT will provide logistical resources (work space, phone, computer, etc.) and human resources administration for the Project Director.

Project Director – County employee, appointed by the Mayor, responsible for the day to day management of the overall project.

PM/BPR Consultant – Consulting firm selected from first RFP to provide project management, business process review, RFP development and selection assistance for a Court Management System, Offender Management System, System Integrator, Pre-Trial Case Management and Public Defender’s Office Case Management.

Court System Task Group – Will make all assignments and request necessary resources for the selection of a COTS CMS for Criminal Court and General Sessions Criminal Court, as well as the testing, deployment and training. This system will replace JSS. This group will include employees from Pre-Trial, Public Defender’s Office, General Sessions Court Clerk’s Office, the Criminal Court Clerk’s Office and Central Information Technology. They will also determine if case management needs for Pre-Trial and the Public Defender’s Office can be met with the Court Management System or if an additional solution will be required.

Info Hub/Integration Task Group – Will make all assignments and request necessary resources for the selection of an integration solution. This group will be comprised of Central Information Technology employees and the integration consultant.

Offender Management System Task Group - Will make all assignments and request necessary resources for the selection of a COTS OMS, as well as the testing, deployment and training, for the Jail and the Correction Center. This system will replace JMS and IMS. This group will include employees from the Sheriff’s Office, Correction Center and Central Information Technology.

8. Roles and Responsibilities

It is the responsibility of all board members to work cooperatively to ensure effective decisions are made. Integral to this is the open communication and cooperation between all affected areas within Shelby County Government.

Chairman (or designee)

- Identifies the board members.
- Leads the overall iCJIS Executive Committee effort.
- Solicits senior management direction, funding, and approval.
- Schedules, conducts, and documents the results of iCJIS Executive Committee

- meetings.
- Tracks progress and communicates status to senior management.
 - Serves as the final authority to resolve disagreements or disputes.

Project Director

- Attends iCJIS Executive Committee Meetings.
- Reports current project status at each iCJIS Executive Committee Meeting.
- Communicates project activities to iCJIS Executive Committee.
- Coordinates activities between selected consultants and vendors with various Criminal Justice Offices.
- Help review and approve the work plan for each deliverable before the Contractor can commence work.
- Help resolve and escalate project issues within Shelby County, as necessary.
- Provide staff availability for consultation meetings.
- Maintains all project documentation.
- Leads development of all project RFPs.
- Manages project budget.
- Identifies necessary project resources.
- Directs overall day to day aspects of this project.

Board Members

- Attends iCJIS Executive Committee Meetings.
- Serves as the representative for their elected official/agency/department.
- Provides input into iCJIS Executive Committee activities and decisions.
- Performs assigned tasks within the timeframe agreed to.
- Communicates status on assigned tasks to the chairman.
- Disseminates iCJIS Executive Committee information and decisions to their elected official/agency/department.
- Oversees the implementation of iCJIS initiatives within their elected official/agency/department.

9. Documentation

All documentation related to this project will be stored and maintained by the Project Director in a shared location accessible to all members of the Executive Committee.

10. Meetings

iCJIS Executive Committee meetings will be conducted as needed to ensure the mission outlined in this charter is achieved.

10.1 Schedule

- Meetings will be called as needed at least once a quarter.

10.2 Agenda and Minutes

- An agenda will be developed and distributed at the beginning of each meeting.
- Meeting minutes will be documented and stored maintained by the Project Director in a shared location accessible to all members of the Executive Committee.

10.3 Conduct

- Meetings shall be scheduled in advance to ensure all members are in attendance.
- The agenda will serve as a guideline for topic discussion.
- Each member will be given equal opportunity to present opinions and information.
- Members should discuss issues until a consensus is reached.
- The chairman will resolve any disputes if consensus is not reached.

11. Charter History

11.1 Duration of Charter

This Charter will remain in effect until superseded or terminated.

11.2 Amendments

Amendments to this Charter will be reviewed by the RFP Task Group and communicated to the iCJIS Executive Committee as needed via email notification.

11.3 Charter Review

This charter will be reviewed at least once a year by the iCJIS Executive Committee.

11.4 Document History

Version #	Date	Author	Sections and Changes Made
1.0	6.30.2011	Ed Raper	NA
1.1	7.1.2011	Ed Raper	Corrections to numbering order, Table of Contents added, sections 3 & 5 edited
1.2	7.6.2011	Ed Raper	Corrected name spelling, edited section 8, removed co-chair, added Project Director
1.3	7.20.2011	Ed Raper	Modified the org chart. Added section 7 (Organization Definitions).
Final 2.0	8.11.2011	Ed Raper	Removed draft watermark and accepted all markup changes.